

BDF - Advisory Committees

NOTE: While Colorado school districts are not required by law to adopt a policy on this subject, some content in this sample reflects legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

The Board encourages the participation of citizens of the district in decision making processes. However, the legal responsibility for decision making in all matters of policy and operation rests with the Board.

1. Board-appointed advisory committees, both district-wide and at the school level, shall function within organizational frameworks approved by the Board. A staff member or members will be assigned to each group to help it develop an appropriate constitution and/or bylaws, carry out its functions and coordinate its work with other advisory and staff groups. Only the Board shall have the authority to dissolve committees it has created.
2. School- and district-level advisory committees that are required under federal and state programs shall be formed and shall function in accordance with the requirements pertaining to each specific federal or state program. The Board shall grant to those bodies the advisory responsibilities relevant to the planning, implementation and evaluation of such program or project in accordance with applicable law.
3. Community groups that are neither appointed by the Board nor formed as required under federal or state programs are encouraged to offer suggestions and advice to the Board in order to assist it in the decision making process. The final responsibility for all decisions, however, rests with the Board of Education alone.

Appointments of citizens to advisory committees shall be approved by the Board. An advisory committee member shall be removed from office by the Board if that member does not attend three consecutive meetings unless the committee by resolution approves any additional absences or unless such absences are due to temporary disability or illness. In addition, the committee by majority vote may request the removal from office of any member. Such removal shall require subsequent Board approval.

If required by state law, advisory committee meetings shall be open to the public and meeting notices shall be posted. If notice of the meeting is legally required, such notice shall be posted in the same place and manner as notices of Board meetings.

LEGAL REFS.: C.R.S. 22-9-107 (*licensed personnel performance evaluation council*)

C.R.S. 22-11-301,401 (*accountability committees*)

C.R.S. 22-32-109.1 (2) (*community consultation on safe school plan, including student conduct and discipline code*)

C.R.S. 24-6-402 (*open meetings law*)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment

B DFA*, District Personnel Performance Evaluation Council
B DFB*, Career and Technical Advisory Council (Career and Technical Program Advisory Committees)
BEDA, Notification of Board Meetings
CBI, Evaluation of Superintendent
GCO, Evaluation of Licensed Personnel
JIC, Student Conduct
JK, Student Discipline

NOTE: Colorado's open meetings law (OML) permits a "local public body" to elect its leadership by secret ballot. C.R.S. 24-6-402 (2)(d)(IV). Therefore, any advisory committee that falls within the definition of "local public body" that is subject to the OML may elect its chair and co-chair by secret ballot. If the election of the chair and co-chair are by secret ballot, the outcome of the vote shall be recorded contemporaneously in the minutes. Id.

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